

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 19/2014
OPENING DATE: 05/20/2014
CLOSING DATE: 06/06/2014
POSITION TITLE: FINANCIAL ASSISTANT, FSN-7
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asian Republics, Almaty, Kazakhstan

MAJOR DUTIES: Under the direct supervision of the Supervisory Voucher Examiner, the incumbent carries out and coordinates all of the day-to-day administrative support activities and clerical duties required by the Financial Management Office (FMO): 1) serves as Financial Documents Coordinator for two USAID/CAR Financial Systems; 2) receives all incoming requests for payment and performs a quality control analysis of all payment documents; 3) reviews, sorts and logs all requests (USAID and other US Government Agencies) into appropriate tracking system and determines a payment due date; 4) maintains accounting tracking system including the determination of proper routing and tracking of all obligation documents; 5) maintains vendor codes database; creates new Vendor codes in Phoenix and amends existing as needed; 6) returns unacceptable invoices/vouchers to the appropriate office for correction and follows up on the status of the vouchers; 7) creates Missions invoices in Financial System Application for five countries (Kazakhstan, Uzbekistan, Kyrgyzstan, Tajikistan and Turkmenistan); 8) scans required FMO documents in the imaging and document retrieval system; 9) maintains Financial Management filing system in accordance with US Government regulations; 10) serves as a principal USAID/CAR contact for official VAT related issues and is responsible for official VAT data entry and quarterly submission to the Government of Kazakhstan Tax Administration through the Ministry of Foreign Affairs; 11) accumulates data and files reports related to taxation of U.S. assistance by recipient governments; 12) provides back-up support to FMO Administrative Assistant when necessary; 13) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, skills and experience (60%):** University/College degree. Minimum two years of progressively responsible secretarial or clerical experience. Minimum one year of experience with an international organization in similar work. General knowledge of office administrative and correspondence procedures and format. Familiarity with general requirements of Kazakhstan Tax Law and regulations related to VAT and general principles of bookkeeping. Computer proficiency (MS Office, Word, Excel, PowerPoint and spreadsheet programs).
- **Teamwork/Interpersonal and Communication Skills (30%):** Quick learner, able to adapt to changing work environment. Excellent communication and interpersonal skills, ability and willingness to function in a collaborative and collegial environment. Candidate must be highly organized, be customer service oriented, and able to work under pressure.
- **Language skills (10%):** Good working knowledge (Level III) English and Fluent (Level IV) Russian.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634/35/36; E-mail: almaexo_hr@usaid.gov by COB Friday, June 6, 2014. A copy of the Position Description is available in EXO/Personnel (ext.6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.